



## **IDPE 2020 Annual Conference Terms and conditions**

### **Early bird discount**

- The booking deadline for our early bird discount is **5pm on Friday 20 March 2020**

### **Accommodation**

- Bedroom stock available to delegates are comprised of Hilton single deluxe and Hilton Twin deluxe rooms. The specific allocation of delegate bedrooms is at the Hilton's discretion.

### **Payment**

- Payment can be made when booking online or you can request an invoice, at the time of booking. Payment will be required within 30 days of the date of the invoice, or before the conference commences, whichever is soonest
- Details of how to pay will be included on the invoice

### **Cancellations**

- All cancellations must be received in writing and emailed to [info@idpe.org.uk](mailto:info@idpe.org.uk)
- Cancellations received before 5pm on **Friday 10 April 2020** will receive a full refund
- Cancellations received after 5pm on **Friday 10 April 2020 and before 5pm on Friday 8 May 2020** will receive a 50% refund
- Cancellations received after 5pm on **Friday 8 May 2020** will not receive a refund
- Delegates can only transfer their booking to another delegate within their school

### **Membership**

#### **IDPE school members**

- The discounted package prices apply to IDPE members only. Non-members wishing to receive the members discount must join IDPE for the 2020 calendar year

#### **Corporate Partners**

- Corporate delegate rates apply to IDPE Corporate Partners only. Corporate Partners must join IDPE for the 2020 calendar year

### **Your privacy**

It is thanks to the support of IDPE's corporate partners, that we have been able to grow our annual conference and support more schools working in development. We would like to share your contact details with the sponsors of the annual conference, so they can contact delegates no more than once (before or after the conference), for the sole purpose of sharing information and/or expertise that is relevant to your work in schools' development.

Please note, we will not share conference delegates' personal information with our corporate partners without your permission.

Any information collected from you when registering for the conference, will be processed in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Your personal information may be used to support the delivery of the conference, for example through the sharing of relevant information with our conference suppliers and/or for demographic analysis, as detailed in [IDPE's Privacy Notice](#).